



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

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Telephone (340) 777-4432 · Fax (340) 775-7913
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100 Lagoon Complex · Suite 4
St. Croix · U. S. Virgin Islands · 00840
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www.vihfa.gov

REQUEST FOR PROPOSALS

for

STAFFING SERVICES

RFP 006-2021-STT/STX

Issue date:

May 10, 2021

Submittal deadline:

May 18, 2021

Contact person:

Afisha M. Hillocks
Procurement/Contract Officer
ahillocks@vihfa.gov
(340) 772-4432 ext. 3233

<https://www.vihfa.gov/procurement/solicitation>

 *Unlocking the Door to Affordable Housing*

VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

RFP 006-2021-STT/STX REQUEST FOR PROPOSALS STAFFING SERVICES

1.0 INTRODUCTION

The Virgin Islands Housing Finance Authority (“VIHFA”) is soliciting proposals from qualified employment agencies or firms (“Respondent”) to provide staffing services for temporary employees to staff COVID-19 and disaster related grant programs on St. John, St. Thomas, and St. Croix, United States Virgin Islands (“USVI”).

The VIHFA was tasked with managing grants for the Territory. As such, the VIHFA is in dire need of temporary employees to assist with administering this program before the grant expires on December 31, 2021. Assistance is needed from an Employment Agency to assist with the speedy short-term hiring of these employees. The VIHFA estimates a minimum of twenty (20) employees - ten (10) per district – at this time. Additional employees will be needed as the Programs expand.

1.1 BACKGROUND

The VIHFA is an autonomous instrumentality of the Government of the United States Virgin Islands which was created by Act No. 4636 in 1981 to address the existing shortage of low- and moderate-income housing in the USVI. The VIHFA originates homeownership programs to create an adequate supply of affordable housing to meet the needs of low- and moderate-income families in the USVI. The VIHFA also offers three (3) different rental housing programs: Emergency Housing, Subsidized Housing and Tax Credit Housing. Additionally, the VIHFA has oversight responsibilities for several federally funded programs such as the HOME Program, the Community Development Block Grant (“CDBG”) and Emergency Solutions Grant (“ESG”). In essence, the VIHFA was created to ensure that all Virgin Islanders are granted an opportunity to obtain safe, sanitary, and decent affordable housing. The VIHFA aspires to be the premier self-reliant housing and community development agency fostering sustainable communities in the USVI.

The VIHFA was appointed by the Governor of the United States Virgin Islands as the lead agency to administer the Sheltering and Temporary Essential Power (“STEP”) Program under the Federal Emergency Management Agency (“FEMA”) and the Community Development Block Grant – Disaster Recovery (“CDBG-DR”) Program under the Department of Housing and Urban Development (“HUD”) – both of which provide funding to assist the Territory’s disaster recovery efforts.

The Authority’s most recent grant programs are the Emergency Rental Assistance Program (“ERAP”) and the Homeowner Assistance Fund (“HAF”). ERAP, which is administered by the

U.S. Department of Treasury (“Treasury”), was established in the Consolidated Appropriations Act of 2021 and a supplemental allocation of funding was provided under the American Rescue Plan Act enacted on March 11, 2021. The program provides funding to help individuals and families who have been financially impacted by COVID-19 to pay rent and/or utilities dating as early as March 2020. HAF provides funding to help delinquent homeowners.

The VIHFA is governed by a Board of Directors consisting of five members - three private citizens appointed by the Governor and approved by the Legislature and two Cabinet members who serve in ex-officio capacities.

2.0 SCOPE OF SERVICES

The Respondent shall be readily available to perform the following services:

The selected Employment Agency will provide temporary employees meeting the qualifications outlined in job descriptions drafted by the VIHFA - which descriptions are included as an attachment herein as **Attachment A, Sample Job Descriptions**. The Employment Agency shall provide the VIHFA with a copy of each employee’s job application and resume. The VIHFA reserves the right to reject any employee offered by the selected Employment Agency.

The Employment Agency will be responsible for the advertising, recruitment, and vetting the candidates, as needed, to include the conduct of reasonable criminal background checks before referring the candidates to VIHFA which will interview the candidates and make selections accordingly. The criminal background checks shall include but not be limited to review of a current Police Record and Traffic Record for each applicant.

The Employment Agency shall hire the selected candidates, execute employment contracts as appropriate, and assign the employees to work at the duty stations specified by the VIHFA beginning on date/dates to be specified by the VIHFA.

The Employment Agency shall compensate each employee at the rate specified by the VIHFA and shall invoice the VIHFA monthly for reimbursement of the payroll expense and also the agreed-upon service fee.

Hiring of the employees is time-sensitive and thus the selected Agency shall be prepared to proceed within five (5) business days after contract execution.

2.1 CONTACT INFORMATION

The Respondent shall provide contact information for the purpose of facilitating and maintaining regular communication with VIHFA. This contact information shall include at minimum a reliable company phone number and e-mail address. The contact information shall be monitored regularly and used to facilitate an open line of communication with the VIHFA.

3.0 STANDARDS OF CONDUCT

The successful Respondent shall be responsible for maintaining satisfactory professional standards of competency, conduct, courtesy, appearance, honesty, and integrity; and for adhering to VIHFA's prohibition of the misuse of confidential and proprietary information.

In the course of providing services to the VIHFA, the selected Respondent may receive certain personal information specific to VIHFA's customer(s) including, without limitation, customer names and addresses, telephone numbers, email addresses, dates of birth, social security numbers, driver's license or identification card numbers, employment and income information, photographic likenesses, or other personal or financial information (hereinafter collectively referred to as the "Personal Information"). The maintenance of the Personal Information in strict confidence and the confinement of its use to the VIHFA are of vital importance to the VIHFA.

4.0 CONFLICT OF INTEREST

A Respondent submitting a proposal hereby certifies that: no officer, agent or employee of VIHFA has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of the VIHFA; the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Respondent for the same Request for Proposals ("RFP"); and the Respondent is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

5.0 INDEMNIFICATION

To the extent permitted by law, the Respondent shall indemnify, hold harmless, and defend the Authority, its Board of Directors, agents, and employees, from and against any and all claims, demands, actions, liabilities, losses, costs, and expenses, including but not limited to reasonable attorneys and other fees, asserted by third parties ("Claims"), which Claims are caused by or arise from the services performed by the Respondent in relation to the professional services provided to the VIHFA under contract.

6.0 TERM

The successful Respondent will be expected to execute VIHFA's standard professional service contract. The VIHFA will contract for a period of **two (2) years**, subject to the VIHFA's option to extend the term of the contract for a similar term at the existing billing rates subject to satisfactory performance and by mutual written agreement of the parties. The VIHFA reserves the right to modify and/or terminate the contract if the successful Respondent fails to perform in a manner consistent with the terms of the contract. In addition, the VIHFA reserves the right to modify and/or terminate the contract if funding becomes unavailable.

7.0 TERMINATION

Either party may terminate the parties' contract with or without cause with thirty **(30) calendar days** written notice to the other party before the effective date of such termination. The VIHFA may, by written notice, terminate the successful Respondent's services, in whole or in part, for failure of Respondent to perform its obligations under the parties' contract. In such event, the Respondent shall be liable for damages as authorized by law.

8.0 USE OF SUBCONTRACTORS

The VIHFA shall have a single Prime Contractor and that Prime Contractor shall be responsible for contract performance as specified in this RFP whether or not subcontractors are utilized. This general requirement notwithstanding, Respondent may enter into subcontractor arrangements. However, Respondent shall acknowledge in its RFP package total responsibility for the entire contract. If the Respondent intends to subcontract for portions of the work, the Respondent shall identify in its package any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. The documentation required of the Prime Contractor is also required for any subcontractor. The Prime Contractor shall be the single point of contact for all subcontract work. Every subcontract shall incorporate and follow the terms of the contract between the Prime Contractor and the VIHFA. Unless provided for in the contract with the VIHFA, the Prime Contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the VIHFA.

The Prime Contractor shall be responsible for fulfillment of all terms of contract, timing, and payments to subcontractors regardless of funding provided by the VIHFA.

9.0 RESPONDENTS' EXPENSES

Respondents are solely responsible for their own expenses in preparing a Proposal and for subsequent negotiations with the VIHFA, if any. The VIHFA will not be liable to any Respondent for any claims, costs or damages incurred by the Respondent in preparing the Proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

10.0 CONTRACT PRICE AND BILLING

- 1) Provide hourly billing rates/fees to complete the Scope of Services. Respondent will be responsible for all paying all payroll taxes for any employees hired to work as temporary employees for the VIHFA under the terms of this Contract.
- 2) Respondents must be capable of tracking and billing (invoicing) all work hours by specific program or funding source as required by the VIHFA. Any Respondent not capable or willing to comply with this requirement will be considered non-responsive. Preferred formatting will be agreed upon during contract negotiations. Respondent shall submit an invoice for payment to the VIHFA on a monthly basis.
- 3) The contract maximum hours per week may not exceed 40 hours total without written approval from VIHFA. The VIHFA shall determine the number of hours to be worked to comply with budgetary restraints. Contract employees not entitled to pay for days not worked to include holidays, annual leave, sick leave, or any other agency authorized leave granted to regular employees.

11.0 REQUEST FOR PROPOSAL SCHEDULE

The deadlines associated with this RFP are further outlined:

RFP SCHEDULE	DATE	TIME
RFP Issue date	May 10, 2021	
Pre-proposal Conference	May 13, 2021	2:00 p.m.
Final date to submit written questions	May 14, 2021	
RFP Submittal Deadline	May 18, 2021	4:00 p.m.

The VIHFA reserves the right to change the RFP schedule by issuing an Addendum at any time.

12.0 ISSUING AND PROCURING OFFICE

This RFP is being issued for the VIHFA. All general correspondence and inquiries about the RFP should be submitted in writing and sent to:

Ms. Afisha M. Hillocks
Procurement/Contract Officer
Virgin Islands Housing Finance Authority
100 Lagoon Complex, Suite 4
St. Croix, VI 00840-3912

OR

Inquiries may be submitted via e-mail to:

ahillocks@vihfa.gov

Mark subject line for e-mail: **“RFP 006-2021-STT/STX”**

From the issue date of this RFP until a determination is made regarding the selection of a successful Respondent, all contacts concerning this RFP must be made through the Procurement/Contract Officer. Any violation of this condition is cause for the VIHFA to reject the Respondent’s package. The VIHFA will **not** be responsible for any oral information given by any employees.

Failure to ask questions, request changes or submit objections shall constitute the acceptance of all terms, conditions and requirements in this RFP. The contents of this RFP (including all attachments, revisions, addendums, and additions) shall become part of the contract. The issuance of a written addendum by the Procurement/Contract Officer is the **only** official method by which interpretation, clarification or additional information can be given. If the VIHFA amends this RFP, the Procurement/Contract Officer will post such notices on its website, <https://www.vihfa.gov/procurement/solicitation>. After the deadline for the submission of questions, the Procurement/Contract Officer will post responses to the questions in the form of an Addendum. Respondents shall rely only on written statements issued through or by VIHFA Procurement/Contract Officer.

The VIHFA will **not** be held responsible if any potential Respondent does not check the website on a regular basis for all addenda. It is the responsibility of the potential Respondents to update all contact information, contact the Procurement/Contract Officer to ensure that they receive all addenda prior to the submittal of the proposal package, and/or check VIHFA's website for updates.

13.0 PRE-PROPOSAL CONFERENCE

The VIHFA will conduct a virtual Pre-Proposal Conference at **2:00 p.m.** Atlantic Standard Time ("AST") on **May 13, 2021**. You may join the meeting at <https://us02web.zoom.us/j/85636974184>, Meeting ID 856 3697 4184.

It is highly recommended that prospective Respondent thoroughly review the requirements of the RFP prior to the Pre-Proposal Conference. All prospective Respondents are urged to participate in the virtual pre-proposal conference. Non-attendance on the part of a Respondent shall not relieve the prospective Respondent of any responsibility for adherence to any of the provisions of this RFP package or any addenda thereto.

14.0 DELIVERY OF PROPOSAL PACKAGE

All responses to this RFP are to be submitted no later than **4:00 p.m.** AST on **May 18, 2021**. The VIHFA will **not** consider fax submission of a proposal. Proposal Package must be e-mailed to procurement@vihfa.gov.

The email subject line must be clearly marked "**PROPOSAL – RFP 006-2021-STT/STX**". Failure to clearly mark the subject line with this information may cause the VIHFA to inadvertently manage the receipt of the proposal package. The VIHFA will log all received proposal packages with the date and time of receipt. Proposals received after the official deadline will be considered **LATE** and will **not** be considered.

15.0 CONTENTS OF PROPOSAL PACKAGE

To be considered for award, the proposal package shall meet the following requirements.

EMAIL ATTACHMENT #1 - PROPOSAL

PROPOSAL FORMAT:

A. RFP Cover Letter - Complete Enclosure Document A.

B. Commitment Statement Letter – The Commitment Statement letter should be on the company's letterhead with contact information and must be signed by an officer of the organization that is authorized to bind the company contractually to all of the commitments made in its submittal. The letter shall also include a statement of understanding for the work to be done. It shall state that the firm will be solely responsible for all aspects of the engagement including any portion that may be performed by its subcontractors, if any. It should make a positive commitment to perform the work required as specified to industry standards of workmanship and in a professional

manner. The letter shall state that all data presented in the proposal is accurate and complete. Additionally, the firm must state they understand the discovery of any significant inaccuracy in information submitted by them shall constitute good and sufficient cause for rejection of the proposal. It should also state that the proposal package will remain in effect for a period of 90 days from the submission deadline and thereafter, until the firm withdraws it, or a contract is approved and executed, or the procurement is canceled, whichever occurs first. Respondent shall also confirm that the firm has not engaged in any unethical practices within the past ten (10) years.

The Respondent shall also certify that, in the event your firm is selected:

- (i) Any Personal Information disclosed to your firm by the VIHFA or which your firm acquires as a result of its services hereunder will be regarded by your firm as confidential, and shall not be copied or disclosed to any third party, unless the VIHFA has given its prior written consent thereto; and
- (ii) Personal information and data may not be disseminated to others without the written approval of: Daryl Griffith, Executive Director, 100 Lagoon Complex, Suite 4 Frederiksted, VI 00840; and
- (iii) Your firm agrees to take all reasonable measures to (a) ensure the security and confidentiality of the Personal Information, (b) protect against any anticipated threats or hazards to the security or integrity of the Personal Information, and (c) maintain reasonable security procedures and practices appropriate to your firm's size, the nature of the Personal Information, and the purpose for which the Personal Information was collected in order to protect the Personal Information from unauthorized access, use, modification, destruction or disclosure; and
- (iv) When discarding the Personal Information, destroying it in a commercially reasonable manner such that no third party can view or recreate the information, electronically or otherwise.

C. Non-Collusive Affidavit – Complete **Enclosure Document B**. The form must be notarized.

D. Debarment Certification Form – Complete **Enclosure Document C**. The form must be notarized.

E. Corporate Document Checklist Form – Complete **Enclosure Document D** and **submit current Business License**. For this section, Respondent must provide evidence that the firm is licensed to provide staffing services in the USVI. The Business License must be relevant to the Scope of Services for this solicitation and valid.

F. Respondent's Qualification Statement Form – Complete **Enclosure Document E**. For the Reference Section of the form, the Respondent shall provide a minimum of three (3) non-VIHFA references for whom the Respondent has performed the most recent, relevant

work comparable to the scope requested in this RFP who would be willing to discuss Respondent's competency and performance. If Respondent currently has more than three (3) non-VIHFA references, Respondent may provide a separate sheet with its client list and contact information. The VIHFA reserves the right to check references prior to award.

G. Technical Proposal – Provide a detailed narrative explaining the Respondent's qualifications to provide the services, focusing on its company's key strengths and competitive advantages. The proposal shall consist of the following:

A. An EXECUTIVE SUMMARY which should contain the following:

1. Firm's name, the office's physical and mailing addresses, telephone, fax number and e-mail address.
2. Brief history and description of the firm.
 - a. List current ownership structure.
 - b. Year established and any former name(s) under which the firm conducted business, if applicable.
3. The firm and its capabilities to perform the Scope of Services.
 - a. Type of services provided by the firm.
 - b. The firm's capacity

B. QUALIFICATION SUMMARY which should contain the following:

1. A statement of the firm's qualifications to perform the requested services.
2. Resumés of key personnel
 - a. A list of the specific responsibilities and a resume for each individual who will be assigned to this project.

C. EXPERIENCE SUMMARY which should contain the following:

1. Applicable experience providing Staffing Services.
2. Other relevant experience.

D. APPROACH SUMMARY which should contain the following:

1. Respondents shall propose a work plan describing the unique approach on how the firm intends to execute the scope of services.
2. Provide an overview of the firm's recruitment efforts and candidate screening procedures.
3. Provide the process for disciplining and terminating employee(s)

EMAIL ATTACHMENT #2 – COST

COST FORMAT:

H. COST - Complete **Enclosure Document F**. The Respondent's proposed price should include information on the hourly billing rates of all employees who are expected to work on this contract. The VIHFA reserves the right to negotiate with the Respondent on the structure of the billing. **All proposal pricing must be valid for 90 days from the**

submission deadline and thereafter until the company withdraws it, a contract is approved and executed, or the procurement is canceled, whichever occurs first.

The Respondent may also provide a comprehensive cost write-up on a separate sheet regarding the proposed price to complete the Scope of Services. This will be used to establish a baseline for negotiation with successful Respondent based on the criteria of this solicitation.

Each Respondent must adhere to the requirements of this section relative to the proposal package content and format in order to simplify the review process and facilitate the maximum degree of comparison. Respondents shall ensure that the proposal package closely follows the sequence and organizational outline described in this section.

16.0 REQUIRED DOCUMENTS

The successful Respondent shall be required to submit the following documents:

A. Formation Documents – The successful respondent will be required to provide a copy of their Formation Documents within ten (10) business days of receiving a notice of selection.

- **Provide a copy of Formation Documents**

Corporations (Inc., Corp, Co., Corporation)

- Copy of Trade Name Certificate (if applicable)
- Copy of Articles of Incorporation & By Laws
- Copy of Certificate of Resolution
- Copy of current Certificate of Good Standing

Limited Liability Company (LLC)

- Copy of Trade Name Certificate (if applicable)
- Copy of Articles of Organization
- Copy of Operating Agreement
- Copy of current Certificate of Good Standing

General Partnerships

- Copy of Trade Name Certificate (if applicable)
- Copy of Partnership Agreement (if applicable)
- Certificate of Good Standing (if applicable)

Limited Partnerships (L.P, LLP, LLLP)

- Copy of Trade Name Certificate (if applicable)
- Certificate of Limited Partnership or Statement of Qualification for LLP and LLLP
- Certificate of Good Standing (if applicable)

Sole Proprietorship

- Copy of Trade Name Certificate (if applicable)

B. Employer Identification Number (EIN) - The successful Respondent will be required to provide an official copy of their EIN within ten (10) business days of receiving a notice of selection. The Respondent may provide a Form W-9.

C. Insurance - The successful Respondent shall provide the VIHFA with evidence of all appropriate and applicable insurance coverage carried by the Respondent, including policy coverage periods. Respondents shall furnish the VIHFA with certificates of insurance, showing that the following insurance is in force and will ensure all operations under this RFP.

- **General Liability Insurance** – The successful Respondent will be required to obtain, maintain and provide proof that it has in place General Liability Insurance in an amount no less than **One Million (\$1,000,000.00) Dollars** for each occurrence within ten (10) business days of receiving a notice of selection. The insurance policy shall name the VIHFA as Certificate Holder and an “Additional Insured” via an endorsement as follows:

Virgin Islands Housing Finance Authority
100 Lagoon Complex, Suite 4
St. Croix, U. S. Virgin Islands 00840

- **Professional Liability Insurance** – The successful Respondent will be required to obtain, maintain and provide proof that it has in place Professional Liability Insurance in an amount no less than **One Million (\$1,000,000.00) Dollars** per claim within ten (10) business days of receiving a notice of selection.
- **Workers' Compensation Insurance/Certificate of Government Insurance Coverage** – The successful Respondent will be required to obtain and have in place Workers' Compensation Insurance coverage at the statutory limit within ten (10) business days of receiving a notice of selection.

All insurance shall be carried with companies that are financially responsible and licensed to do business in the United States Virgin Islands. Respondents shall not permit the insurance policies required to lapse during the period for which the contract is in effect. The Respondent must maintain coverage during the life of the contract. All certificates of insurance shall provide that no coverage may be cancelled or non-renewed by the insurance company until at least thirty day's prior written notice.

Failure to provide the required documents within the stated time period may result in the proposals being deemed non-responsive and immediately disqualified with no further consideration for potential award of the contract.

17.0 SELECTION PROCESS

The VIHFA's Evaluation Committee Panel is responsible for evaluating all Respondents' submittals. The Evaluation Committee Panel will consider the following criteria:

Documentation: Shall be evaluated based on Respondent's adherence to the purpose and scope of the project; the conditions, rules, regulations, and requirements of the Request for Proposal relative to the proposal package content and format and whether all documentation has been provided and completed in its entirety.

10 Points

Professional Qualifications: Shall be evaluated based on the credentials of the Respondent's resources such as the key personnel and management team assigned to perform the services.

25 Points

Specialized Experience: Shall be evaluated based on the Respondent's relevant experience and reputation in the provision of Staffing Services.

25 Points

Technical Approach Shall be evaluated based on the Respondent's proposed plan and schedule for completion of the project.

20 Points

Cost: Shall be evaluated based on the reasonableness of Respondent's cost of the services.

20 Points

17.1 PRESENTATION

Respondents may be invited to make an oral presentation of their proposal before the Evaluation Committee Panel. The time and location of the presentations will be communicated to the Respondent via written correspondence from the VIHFA. The oral presentation/demonstration will provide an opportunity for the Respondent to clarify or elaborate on the proposal, supply additional information, and respond to questions posed by the Evaluation Committee Panel but shall in no way materially change the Respondent's original submission.

After the Proposals have been evaluated, the Respondent with the highest evaluation score will be selected.

18.0 CONTRACT NEGOTIATIONS

The VIHFA shall negotiate with the most qualified Respondent, as determined by an Evaluation Committee Panel of the responses and, if applicable, conduct interviews. If VIHFA is unable to reach an agreement with any of the highest ranked firm(s), it may negotiate with the next highest ranked firm(s), proceeding in turn to each firm that VIHFA has determined to be qualified, in order of rank. If agreement cannot be reached with any qualified firm, VIHFA reserves the right to cancel the solicitation.

19.0 RIGHT TO REJECT PROPOSAL PACKAGES

The VIHFA reserves the right to reject, without prejudice, any and all proposals submitted in response to this solicitation. Further, proposals submitted in response to this solicitation become the property of the VIHFA and the VIHFA may use any idea or concept in a submitted proposal, regardless of whether that proposal is selected for award.

Enclosures

- | | |
|--------------------------------|--|
| 1. Enclosure Document A | RFP Cover Letter |
| 2. Enclosure Document B | Non-Collusive Affidavit |
| 3. Enclosure Document C | Debarment Certification Form |
| 4. Enclosure Document D | Corporate Document Checklist Form |
| 5. Enclosure Document E | Respondent's Qualification Statement Form |
| 6. Enclosure Document F | Proposal Cost Sheet |

Attachment

Attachment A	Sample Job Descriptions
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ENCLOSURE DOCUMENT A
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
RFP COVER LETTER

RESPONDENT:

Name: _____
Address: _____
Tax Identification #: _____
DUNS #: _____

RESPONDENT'S PRIMARY CONTACT PERSON:

Name: _____
Title: _____
Telephone: _____
Email Address: _____

SCHEDULE OF ADDENDA:

(I) or (We) acknowledge receipt of the Addenda to the RFP Package hereinafter named, for the project(s) included in this RFP and declare that (I) or (We) accept these Addenda and that every change is included in this proposal.

Addendum Number _____	Issue Date _____
Addendum Number _____	Issue Date _____
Addendum Number _____	Issue Date _____
Addendum Number _____	Issue Date _____

RESPONDENT'S AUTHORIZED REPRESENTATIVE:

Name: _____
Title: _____
Signature: _____ Date: _____

ENCLOSURE DOCUMENT B
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
NON-COLLUSIVE AFFIDAVIT

_____, being first duly sworn, deposes and says:

- (1) That he/she is _____ (a partner or officer of the firm of, etc.) the party making the foregoing proposal/bid or proposal/bid cost; and
- (2) That such proposal/bid or proposal/bid cost is genuine and neither collusive nor a sham; and
- (3) That said Respondent (a) has not colluded, conspired, connived or agreed, directly or indirectly, with any Respondent or person to put in a sham proposal/bid or to refrain from bidding and (b) has not in any manner, directly or indirectly, sought by agreement, collusion, communication or conference with any person to fix (i) the proposal/bid cost of the affinity or that of any other Respondent or (ii) any overhead, profit or cost element of said cost proposal/bid or that of any other Respondent, to secure any advantage over the Virgin Islands Housing Finance Authority or any person interested in the proposed contract; and
- (4) That all statement in said proposal/bid or cost proposal/bid are true.

Signature of Respondent (Authorized Representative)

SUBSCRIBED AND SWORN TO before me
this _____ day of _____, 2021.

Notary Public
My commission expires: _____

ENCLOSURE DOCUMENT C
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
DEBARMENT CERTIFICATION FORM

Certification Regarding Debarment, Suspension and Ineligibility

- (1) The Respondent certifies, by submission of this solicitation, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal or local programs in the Territory or any Federal department or agency.
- (2) Signing this Certification without disclosing all pertinent information about a debarment or suspension shall result in rejection of the offer or cancellation of a contract. The VIHFA may also exercise any other remedy available by law.
- (3) Where the Respondent is unable to certify to any of the statements in this certification, such Respondent shall attach an explanation to this solicitation.

Name and Title of Authorized Representative:

Printed Name

Signature

Date

SUBSCRIBED AND SWORN TO before me
this _____ day of _____, 2021.

Notary Public

My commission expires: _____

ENCLOSURE DOCUMENT D
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
CORPORATE DOCUMENT CHECKLIST

Name of Respondent: _____

Contact Person: _____

Telephone Number: Office_____ Mobile_____

Email Address: _____

1. ____ Respondent Formation Documents

___ **Corporation**
 ___ Copy of Trade Name Certificate (if applicable)
 ___ Copy of Articles of Incorporation & By Laws
 ___ Copy of Certificate of Resolution
 ___ Certificate of Good Standing

___ **LLC**
 ___ Copy of Trade Name Certificate (if applicable)
 ___ Copy of Articles of Organization
 ___ Copy of Operating Agreement
 ___ Certificate of Good Standing

☐ **General Partnership**
☐ Copy of Trade Name Certificate (if applicable)
☐ Copy of Partnership Agreement (if applicable)
☐ Certificate of Good Standing

___ **L.P, LLP, LLLP** ___ Copy of Trade Name Certificate (if applicable)
 ___ Certificate of Limited Partnership or Statement of Qualification
(for LLP and LLLP) ___ Current Certificate of Good Standing

 Sole Proprietorship Copy of Trade Name Certificate (if applicable)

2. ___ Current USVI business license Expiration date: __/__/20__
Type of business license: _____

3. ____ Employer Identification Number (EIN): _____

4. ☐ Insurance ☐ Certificate of General Liability & Endorsement Expiration date: / /20
 ☐ Proof of Automobile Insurance Expiration date: / /20
 ☐ Certificate Professional Liability & Endorsement Expiration date: / /20

5. _____ Workers Compensation Insurance Expiration date: ____/____/20____

ENCLOSURE DOCUMENT E
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
RESPONDENT'S QUALIFICATION STATEMENT

Name of License Holder: _____

Name of Company/DBA (if any): _____

Legal Status: (check one) ☐ Corporation ☐ LLC ☐ Sole Proprietorship ☐ Partnership

Business Location (office): _____

Mailing Address: _____

Telephone Number: _____ Fax Number: _____ Email: _____

Website address (if any): _____

Is the firm currently licensed to do business in the USVI? ☐ Yes ☐ No

Type of License(s): _____

Number of Years licensed to conduct business in the USVI _____

Will subcontractors be used to perform any portion of the work? ☐ Yes ☐ No If yes, please list the name(s) of the proposed subcontractor(s): _____

Have you ever failed to complete a project, been fired or sued by one of your clients, and/or found in default of contract terms? ☐ Yes ☐ No If yes, please explain on another sheet the circumstances, what means were used to resolve the issue, and the outcome.

Are there or have there been, any Claims, Arbitration, Judgments or Liens against you? ☐ Yes ☐ No
If yes, explain on another sheet, the circumstances and outcome.

List three non-VIHFA references that can be contacted for their input concerning your abilities:

- | | |
|----------------------|----------------------|
| 1) Client Name _____ | Contact Number _____ |
| 2) Client Name _____ | Contact Number _____ |
| 3) Client Name _____ | Contact Number _____ |

Respondent shall certify that the above information is true and shall grant permission to the VIHFA to contact the above-named person or otherwise verify the information provided.

Name and Title of Authorized Representative: _____

Signature: _____

ENCLOSURE DOCUMENT F
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
PROPOSAL COST SHEET

The undersigned respondent proposes to furnish all labor and incur any other costs as may be required to perform the scopes of services, subject to all the conditions as set forth in the RFP.

ITEM	KEY PERSONNEL	HOURLY RATE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

ITEM	REIMBURSABLE ITEMS	COST
1.		
2.		
3.		
4.		
5.		
6.		
7.		

PLEASE TYPE OR PRINT THEN SIGN AS INDICATED BELOW

NAME: _____

TITLE: _____

COMPANY: _____

SIGNATURE: _____

Submission of a proposal indicates acceptance by the Respondent of the conditions contained in this scope of services.



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

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